

# User Guide



When you click on the **I-Maps Base Map** button two new windows will open, one stacked on top of the other. The window on the bottom is an overview map of Leon County. The top window is the **Search Page**. This page allows you to go directly to a location on the map using a **Property Parcel ID**, a **Property Parcel Address**, or a **Street Intersection**. If you do not have this information or would just like to go straight to the map and close the **Search Page**, you can choose to [Explore the County](#).

**SEARCH PAGE**

Search by:

Parcel ID:  (ex. 2136250901415) or  
(ex. 113063 E0020)

Parcel Address:   
(ex. 301 Monroe St)  
(requires valid street number and name)

Intersection:   
(ex. Thomasville Rd)  
&   
(ex. Hermitage Blvd)

• Don't have the above info?  
[Explore the County](#)  
(Takes user to Leon County map)

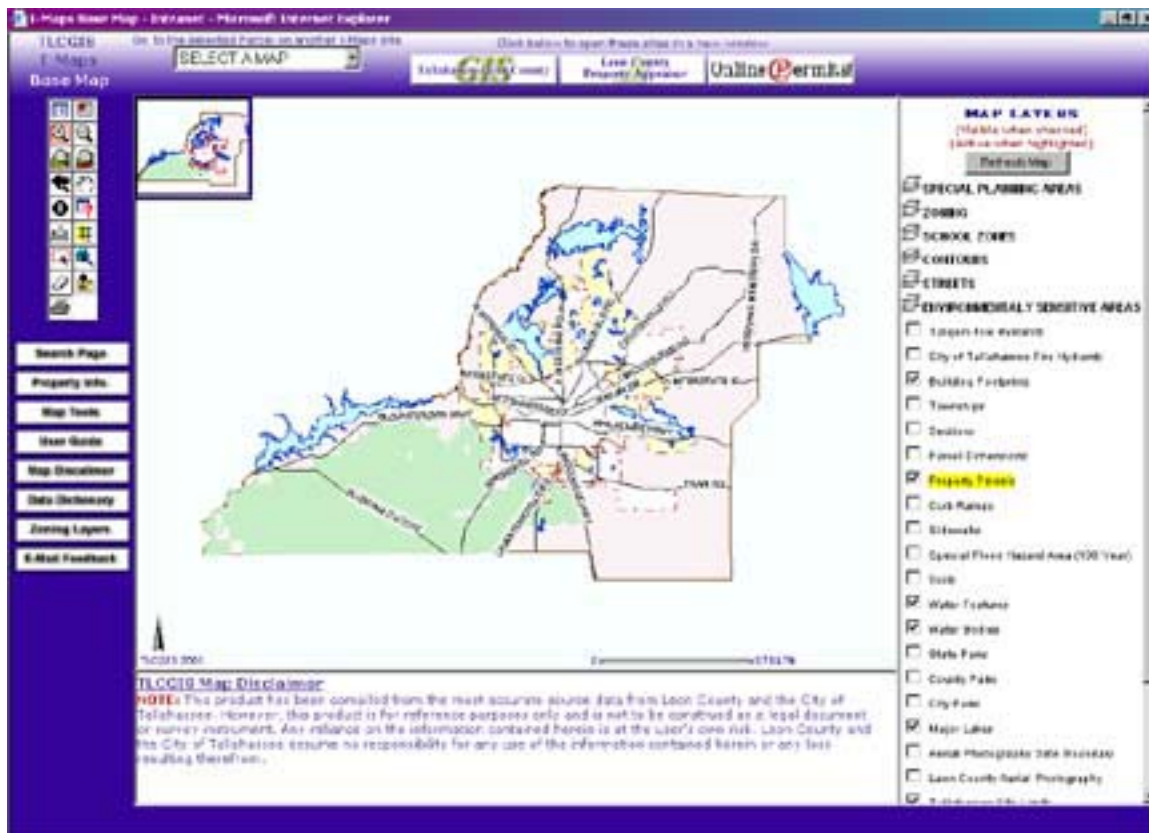
To use the **Search Page** by **Parcel ID** you must know the 13-digit Tax ID number for the property you want to locate. Make sure to type it in leaving spaces if there are blank spaces in the ID number. Click **Find Parcel**. The **Search Page** will close and you will be zoomed into the property, which will be highlighted in yellow on the map.

To use the **Search Page** by **Parcel Address** you must know the house number, street name and street type (e.g., St, Rd, etc.) Type in the address and click **Find Address**. The **Search Page** will close and you will be zoomed into the property, which will be highlighted in yellow on the map.

To use the **Search Page** by **Intersection** you need the street names and street types of the two streets that intersect. Type the names of the streets into the boxes and click **Find Intersection**. The **Search Page** will close and you will be zoomed into the intersection, which will be shown with a red dot on the map.

A map will then appear showing the property or intersection you searched for. You can use a variety of "Map Tools" to do more. These "Map Tools" will be discussed later in this guide. In the results window at the very bottom of the screen, below the map, the property's 13-digit Tax ID number will be **highlighted in blue**. Click on this to go the property record on the Leon County Property Appraiser's web site.

To go directly to the map click [Explore the County](#).



## **ABOUT THE BUTTONS ON THE TOP OF THE PAGE:**

### **Links**

Click on any of the three link buttons at the top of the page to open that web site in a new window.



Tallahassee-Leon County GIS home page.



Leon County Property Appraiser



Tallahassee-Leon Online Permit System

### **Drop-Down Map Selection**

When you have a single specific Property Parcel selected, you can use this drop-down menu to 'jump' to another map (Locator Map, Elections Map, or Historic Resources Map). You will be zoomed in to the Property Parcel you have selected and the Parcel will be selected in the new map.



## Map Tools and Information Buttons

### Map Tools



MAP TOOLS	
	Toggles between the <b>LAYER LIST</b> and the symbol <b>LEGEND</b> at the far right of the screen
	Turns the <b>OVERVIEW MAP</b> on and off in the top left of the main map
	Drag a box or click on the map to <b>ZOOM IN</b>
	Click on the map to <b>ZOOM OUT</b>
	Zoom to the map's <b>FULL EXTENT</b>
	Zoom the map to the selected or <b>ACTIVE LAYER</b>
	Return the view to the <b>LAST EXTENT</b>
	Click and drag on the map to <b>PAN</b>
	<b>IDENTIFY</b> features on the <b>ACTIVE</b> layer by clicking on them
	Form a <b>QUERY</b> to select a feature
	<b>MEASURE</b> distances on the map in feet
	Create a <b>BUFFER</b> around selected features
	<b>SELECT</b> features on the <b>ACTIVE</b> layer by <b>RECTANGLE</b>
	<b>SELECT</b> features on the <b>ACTIVE</b> layer
	<b>CLEAR</b> the feature Selection or Graphics
	<b>LOCATE</b> and address by Street Address, Street Intersection, or Property Address
	<b>PRINT</b> the map you have on the screen

This covers the most commonly used tools. Please contact **Valerie Johnson, 488-2818**, or [johnsonv@mail.co.leon.fl.us](mailto:johnsonv@mail.co.leon.fl.us) for help with questions not covered here.

Print this Document

The group of small buttons on the top left side of the screen is your **Map Tools**.

For an on-screen explanation of what each tool does, click on the large white button on the bottom left side of the screen labeled "**Map Tools**."

A new window will open. You will see a short description of each tool. Read this and you will have the basics you need to use the map. Refer back to this help as needed while you explore the functionality of the map, or print the **Map Tools** page for a hard copy reference.

### Information Buttons




#### Search Page

The "**Search Page**" button will re-open the **Search Page** so that you can use it to locate another property.

#### Property Info.

The **Property Information Sheet (PIS)** displays a small map of a parcel and information about taxes, valuation, school zones, elected officials, and more that you can print to a letter-sized page. The "**Property Info. Sheet**" button opens the **Property Information Sheet Search Page**. If you have a single Property Parcel selected on the map and you click on the **PIS**, the **PIS Search Page** opens with the selected Property Parcel ID

filled in. Just click the "**Return Info**" button  and the **PIS** for the selected property parcel will open.

To use the **PIS Search Page** by **Property ID** you must know the 13-digit Tax ID number for the property you want to locate. Make sure to type it in leaving spaces if there are blank spaces in the ID number. Click "**Return Info**". The **PIS Search Page** will close. A new page will display data, a location map and hyperlinks for the given property.

**PROPERTY - TLCGIS Maps INFORMATION SHEET**

**Search Page**

**Search by Property ID:**  
(13 characters - ex: 2136250901415)

[Return Info](#)

**Search by Property Address:**

House Number:  (ex: 213)

Street Prefix:  (ex: N, S)

Street Name:  (ex: Call)

Street Type:  (ex: Rd, Dr)

Street Suffix:  (ex: N, S)

Apt No:  (ex: B, 102)

[Return Info](#)

NOTE: This product has been compiled from the most accurate source data from Leon County and the City of Tallahassee. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County and the City of Tallahassee assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

[Close Window](#)

To use the **PIS Search Page** by **Property Address** type in as much of the address as you know. If you only have part of the address, fill this in and click "**Return Info**". The **PIS Search Page** will close. A new page will display data, a location map and hyperlinks for the given property or a list of address choices. If your address was not complete and you

get the list of choices, "**Select**" [Select](#) the more complete address from the list. The list will close. A new page will display data, a location map and hyperlinks for the given property.

Click the "**Print Preview**" [Print Preview](#) button to view and print the **PIS**. At any step of the process you can click the "**Back to Search**" [Back to Search](#) button at the bottom of the form and go back to the last screen.

### Map Tools

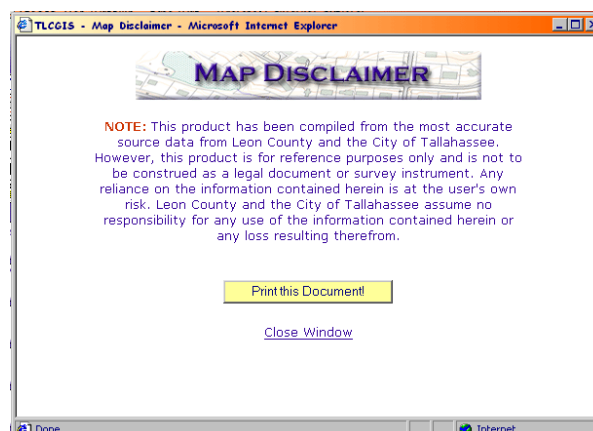
This button opens the "**Map Tools**" page, which explains what each tool does.

### User Guide

The "**Site User Guide**" button opens this document.

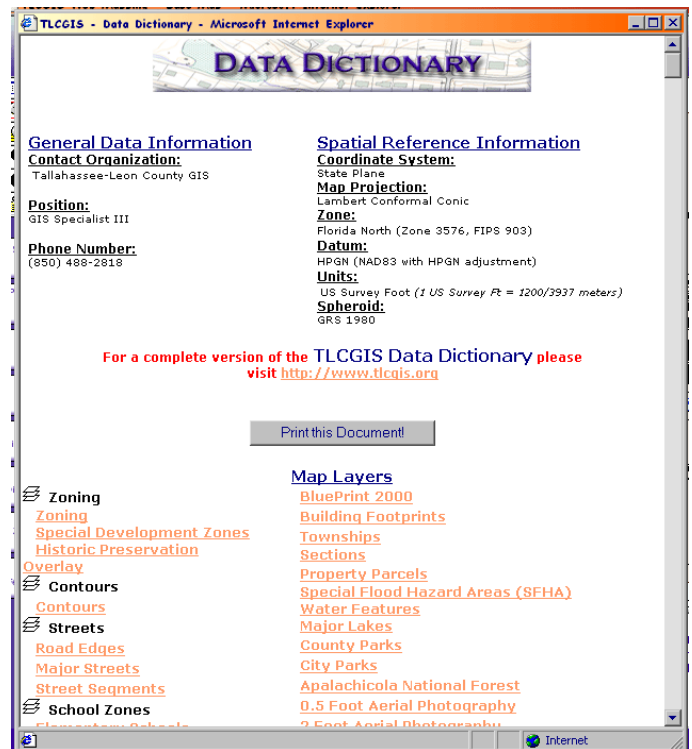
### Map Disclaimer

The "**Map Disclaimer**" button opens a new window. This document tells you that the data on the map is the best quality data available but to also rely on your own judgment and common sense when using this data. If you print a map for use, it is important to include this information with the map. Be sure to print the Disclaimer and include it when you print a map.



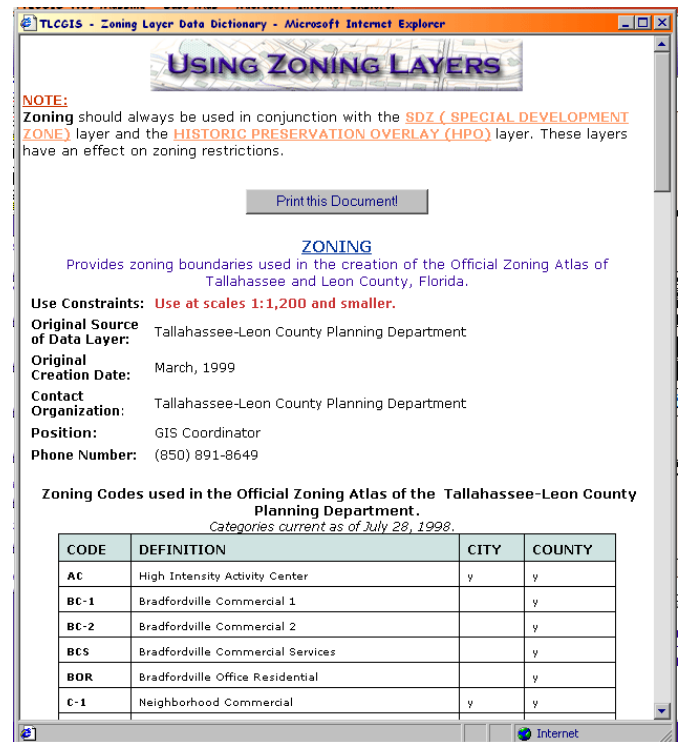
## Data Dictionary

The next button down opens a detailed "**Data Dictionary**" that tells you specifically about each layer of data you may see on the map. It documents things like the scale the data was created at, the scale at which it is intended to be used, the original source of the data, and a contact for any questions regarding the data.



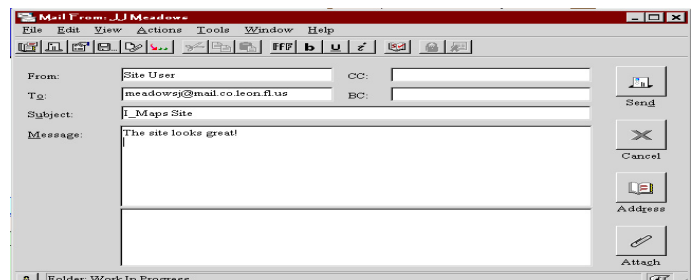
## Zoning Layers

This button opens a detailed zoning specific "**Data Dictionary**" that tells you how to use the Zoning, Special Development Zone, and Historic Preservation Overlay layers you see on the map.



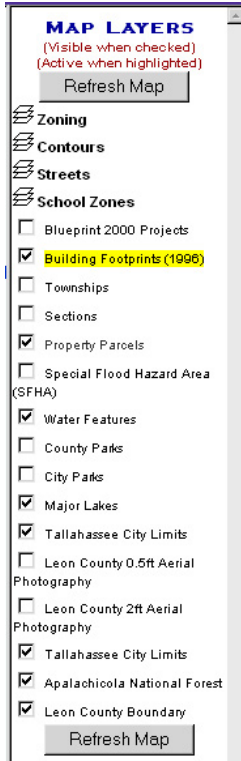
## E-Mail Feedback

The button at the bottom is a handy way to "**E-Mail Feedback**" about the map to the TLCGIS staff. It opens a blank e-mail form that is already addressed to the TLCGIS Web Mapping staff and your return address. Just fill in the body of the e-mail form with your comments and hit Send.





## Layers and Legend



**MAP LAYERS**  
(Visible when checked)  
(Active when highlighted)

Refresh Map

**Zoning**

**Contours**

**Streets**

**School Zones**

☐ Blueprint 2000 Projects

☒ **Building Footprints (1996)**

☐ Townships

☐ Sections

☒ Property Parcels

☐ Special Flood Hazard Area (SFHA)

☒ Water Features

☐ County Parks

☐ City Parks

☒ Major Lakes

☒ Tallahassee City Limits

☐ Leon County 0.5ft Aerial Photography

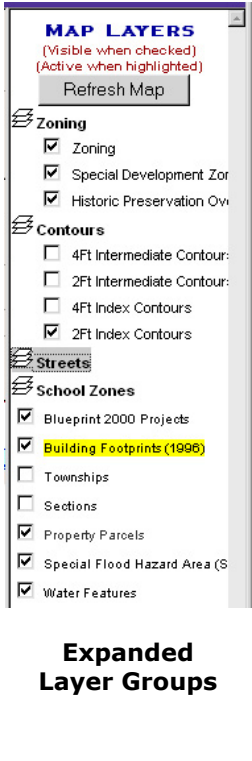
☐ Leon County 2ft Aerial Photography

☒ Tallahassee City Limits

☒ Apalachicola National Forest

☒ Leon County Boundary

Refresh Map



**MAP LAYERS**  
(Visible when checked)  
(Active when highlighted)

Refresh Map

**Zoning**

☒ Zoning

☒ Special Development Zoning

☒ Historic Preservation Overlay

**Contours**

☐ 4Ft Intermediate Contours

☐ 2Ft Intermediate Contours

☐ 4Ft Index Contours

☒ 2Ft Index Contours

**Streets**

**School Zones**

☒ Blueprint 2000 Projects

☒ **Building Footprints (1996)**


☐ Townships

☐ Sections

☒ Property Parcels

☒ Special Flood Hazard Area (SFHA)

☒ Water Features



**Map Legend**

★ Blueprint 2000 Projects

Special Development Zone

BRADFORD BROOK SPECIAL DEVELOPMENT ZONE A

BRADFORD BROOK SPECIAL DEVELOPMENT ZONE B

FRED GEORGE SPECIAL DEVELOPMENT ZONE A

LAKE IAMONIA SPECIAL DEVELOPMENT ZONE A

LAKE IAMONIA SPECIAL DEVELOPMENT ZONE B

LAKE JACKSON SPECIAL DEVELOPMENT ZONE A

LAKE JACKSON SPECIAL DEVELOPMENT ZONE B

NOT IN SPECIAL DEVELOPMENT ZONE

Major Streets

Street Segments

Major Lakes

Tallahassee City Limits

Apalachicola National Forest

Leon County Boundary

Layer List

Map Legend

The area of the main window on the right side of the screen shows the **"Map Layers."** "Layers" are the different sets of data you can select to show on your map.

The layers are "scale dependent", meaning they only show up at the scale they are best viewed at. As you "zoom in" on the map more layers will become visible on the map.

Similar layers are grouped under drop-down folders. Click on the folder symbol to expand the list of layers in the group.

Layers that are currently shown on the map, or are visible, have a check in the square box to the left of the layer name. To turn on additional layers or to turn some of the layers off, just click in the square box to the left of the layer name and then click one of the

**"Refresh Map"** buttons (which are located at the top and bottom of the layer list).

The map will redraw to reflect the changes you've made.

A layer name highlighted in yellow (such as **Building Footprints** shown in the graphic above) indicates the "active" layer. The "active" layer is the layer that you can currently select features on and view the attributes (information) about those features. Only one layer can be "active" at a time. To change the "active" layer, click on the layer name. You do not need to click the "Refresh Map" button for the layer to become "active."



The map tool at the top left of the map tools group **"toggles"** between the layers list and the map legend. The **"Map Legend"** is a reference to what each color and/or symbol on the map represents. The **"Map Legend"** will only show those layers currently displayed on the map.

## Map Tool Details



**Overview Map:** This tool **"toggles"** the small Overview Map on the top left corner of the Main Map on and off.



**Zoom In:** Click on the **"Zoom In"** tool on the left side of the screen. It looks like a magnifying glass with a plus sign on it. Now you can hold down the left button on your mouse and "click and drag" anywhere on the map and the map. The map will zoom in to that area. Keep using the **"Zoom In"** tool until you see some additional streets start to show up. You may have to zoom in several times before this happens. Experiment with turning some of the layers on and off. Don't forget to click the **"Refresh Map"** button at the top of the **"Map Layers"** list if you turn layers on or off!



**Zoom Out:** To zoom out, click on the **"Zoom Out"** tool then "click" on the map to zoom out.



**Zoom to Full Extent:** Click on this tool and the map will zoom out to the **"Full Extent"** of the map data or the view you saw when the map window first opened.



**Zoom to Active Layer:** Click on this tool and the map will zoom to the extent of the layer that is "active."



**Zoom to the Last Extent:** Click on this tool and the map will go back to the "Last Extent" that was showing or the previous view.



**Pan:** To move around to different parts of the map or pan, click on the "Pan" tool. It looks like a hand. Click the tool on the map, holding the left mouse button down and dragging the map in the direction you want to go. Repeat this process until you have located the area of the map you want.



**Identify:** You can get information about specific features (feature attributes) by using the "Identify" tool. First make "active" the layer you want to retrieve information from. Note that only one layer can be active at a time. That layer name will be highlighted in yellow. Next, click the "Identify" tool, and then click on a specific feature in the active layer on the map. Data about that specific feature is displayed in the window at the bottom of the screen. For example make the Property Parcels "active". Use the "Identify" tool to see the information such as the Tax ID number, ownership data, and site address.



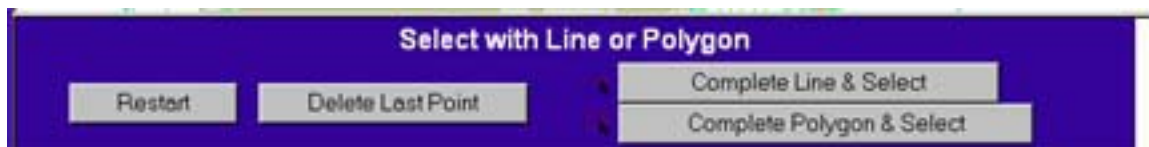
**Measure:** This tool requires a little 'patience.' You can use this tool to measure distances on the map. Click on the tool to make it active. You will see two boxes at the top left of the map, "Total:" and "Segment:". Click on an endpoint of the feature you want to measure on the map. It may take a second but a green dot will appear where you clicked. Click on the second endpoint of the feature you want to measure. Once the green dot appears, the "Total:" and "Segment:" boxes will be filled in with the distances. If you want to keep measuring the same feature, keep clicking and waiting for the dot to appear. When you are finished measuring a given feature, double click on the last endpoint. You can click on the "Clear" tool to clear the green dots and the "Total:" and "Segment:" boxes.



**Select by Rectangle:** Make sure the layer containing the features you want to select is "active" or highlighted in yellow in the layer list. Click on this tool, then click and drag a rectangle around the features on the map that you want to select. The selected features will be highlighted in yellow and the selected feature attributes will be displayed in a table in the window at the bottom of the screen.



**Select by Line or Polygon:** Once again make sure the layer containing the features you want to select is "active" or highlighted in yellow in the layer list. Click on this tool and the window at the bottom of the screen will look as follows.



To select by "line" click to place a blue point on the screen and continue placing points on your line. If you place a point that you do not want, click the **Delete Last Point** button to undo the last point placed. Click on the **Complete Line & Select** button to select the features under the line. The selected features will be highlighted in yellow and the selected feature attributes will be displayed in a table in the window at the bottom of the screen. To make another selection, click the **Restart** button to clear the selected features and start over.

To select by "polygon" click to place a blue point on the screen and continue placing points on your polygon. Then click on the **Complete Polygon & Select** button to select the features under the line. The selected features will be highlighted in yellow and the selected feature attributes will be displayed in a table in the window at the bottom of the screen.



**Buffer:** To use the "Buffer" tool you must first have features selected on a layer using the results of a search, the "Select by Rectangle" tool or the "Select by Line or Polygon" tool. Once you have features selected, click on the "Buffer" tool and the window at the bottom of the screen will look as follows.

Choose a layer to perform the buffer on from the pull-down list on the left (Highlight features from), then choose the units of measurement you would like to use from the pull-down menu on the right. Finally enter the distance for the buffer in the middle box (within a distance of). Click to put a checkmark in the Display Attributes box. Then click **Create Buffer**.

The resulting buffered features will appear in a pink or red color. The resulting feature attributes will be displayed in a table in the window at the bottom of the screen. You will also see a "**Save Table**" button at the top of the results table. Clicking this button saves the buffer results table into a Microsoft Excel Comma Separated Values File or .csv file so that you can download the results table to your local drive. Click [Download Text File](#) then navigate to the location you want to save the file. You can rename the file before you save it to something more meaningful. The file can be opened in various text editing, spreadsheet, and database software programs.

Rec	Tax ID	Owner	Owner	Owner Address	Owner Address	Owner Address	Site Address
1	3103202280000	BIRDWELL JEARL		PO BOX 6247	TALLAHASSEE FL	32314	3217 APALACHEE PKWY

#### NOTE:

The csv (comma separated values) file that is created will not import correctly into Excel when "double-clicked". The reason for this is that Excel applies "general" formatting to all fields when a csv file is opened in this manner. The correct way to open it is to open an instance of Excel and a workbook then use the import wizard by going to Data|Import External Data|Import Data and following the prompts, set the first field format to text.

Below is a link to a VBscript that will do this for you. It should be **saved** to the same folder that you download your "junk.csv" file. When you doubleclick this .vbs file it will bring up Excel on your computer and import the file "junk.csv" in the correct format. Works with Excel 2002! Requires Windows Scripting Host 5.6

#### [Data Import Script](#)



**Clear:** This tool "**Clears**" or un-selects the selected features and/or graphics on the map.



## Locating a Specific Address



This tool provides the same functionality as the [Search Page](#).

Use the **"Locate Address"** tool (near the bottom of the tool group; it looks like an envelope with a pushpin on it) to find a specific address on the map. Once you click the **"Locate Address"** tool, some boxes show up at the bottom of the screen.

The first box, called **"Layer"**, is a drop-down list with two different ways for you to find addresses.

**1. Street Intersections:** To locate an intersection click on the **"Locate Address"** tool. By default, the **"Streets"** choice is active, so simply click in the **"Street"** box and type a street (Tennessee St), then click in the **"Cross Street"** box and enter a second street (Ocala Rd). Then click the **"Locate"** button. The map either labels and displays the intersection, or gives you a list of possible matches to select from (click the blue number on the one you want).

**2. Parcel Addresses:** Use this to find a specific address using the property parcel database. After clicking on the **"Locate Address"** tool, click on the drop-down arrow in the **"Layer"** box. You will see a choice of **"Property Parcels."** Click on this choice and then you **MUST** click on **"Select Layer."** That is easy to forget, but you have to do it! Next, simply click in the **"Street"** box (the white box), type the address, and click **"Locate."** This method of locating an address relies on closely matching the address you enter with the official address listed in the Property Appraiser's database.



**Print:** Once you have the map looking the way you want on the screen, simply click the **"Print"** tool. A new print interface appears at the bottom of the screen.

You can give your map a custom title and sub-title. Choose a paper size using the drop-down list of paper size choices (8.5x11, 11x17, 22x34, and 36x48). Note that you must have a large-format plotter in order to print maps that are 22x34 or 36x48. Choose an optional map scale from the drop list of 10 scale choices (1":100 ft, 1":200 ft, 1":300 ft, 1":400 ft, 1":500 ft, 1":800 ft, 1":1000 ft, 1":2000 ft, 1":1 mile, 1":10 miles). If you don't select a scale, the map will print close to what you see on your screen.

Then click on "**Preview Layout.**" A new window opens, showing the map available to print. Using the Microsoft Internet Explorer "**File**" and "**Print**" menu choices, select the printer or plotter, you want to use first. Then make sure to set the printer properties to the paper size you chose for the map and "landscape" page orientation. Then click "OK" to send the layout to the printer. If you select 11x17 to be printed to a printer rather than a plotter, you will likely have to manually feed an appropriately sized sheet of paper into the printer.